



Re-Advertise
NORTH CAROLINA NATIONAL GUARD
AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: ADMIN, 12B30	RANK/GRADE: SSG/E6 (Minimum: SGT/E5)	<input type="checkbox"/> <input checked="" type="checkbox"/>	NATIONWIDE NCARNG SOLDIERS ONLY	ANNOUNCEMENT #: AGR-FTM 2017-67
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UNIT, LOCATION, POC:

HHC 105TH EN BN/ Raeford, NC
POC: CPT Grabos (984) 661-2273
thomas.p.grabos.mil@mail.mil

OPENS:

7 August 2017

CLOSES:

7 September 2017

POSITION DESCRIPTION: Advises the commander on personnel and administrative matter. Manages Individual Soldier Readiness in administrative and medical areas, in accordance with standards established in AR 40-501, AR 220-1, and AR 600-20. Maintains all personnel and administrative requirements in the Mobilization Planning Data Viewer II (MPDV II). Maintains all records relating to unit and personnel readiness and updates as required.

Monitors personnel databases of record (SIDPERS and TAPDB-G) for correctness. Submits corrections thru appropriate programs such as Unit Personnel System / Command Management System (UPS/CMS) and Military Personnel Orders system (MILPO). Process personnel action requests (PAR) thru MILPO for duty position changes, awarding MOS / SQI / ASI /etc, updating PNEI codes, transfers, and E1-E4 advancements.

Process all individual Soldier records and place into the Soldier's Official Military Personnel File (OMPF) thru iPERMS. Maintains a working file (a.k.a. working 2-1 file) and places a hard copy of all records into the working file for a period of one year or until confirmed placement in iPERMS. Conduct records review on each Soldier at least yearly to ensure all records placed in the OMPF are correct, all missing documents and records are found and placed into the OMPF, and review all necessary information as it relates to pay, promotion, contact information, and service awards.

Prepares memorandums, endorsements, strength and attendance reports, and a variety of other personnel and administrative actions. Prepares, sorts, and distributes incoming and outgoing correspondence. Coordinates with the Training NCO to ensure library includes appropriate Regulation, Policies, and other reference materials. Conducts new member in-processing and sponsorship assignment. Conducts out-processing for Soldiers leaving the unit and processes discharges as required. Provides copies of all discharge and transfer orders to the Supply NCO to ensure the Supply NCO can take appropriate action on recovery of government property.

Attends all unit training assemblies, additional training assemblies, and annual training periods. Provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness related activities. Ensures that personnel and administrative requirements are considered when planning training and published in yearly training calendars and operations orders.

Performs other duties as assigned. Additional Duty Assignments may include, but are not limited to: Sexual Assault Response Coordinator (SARC), Equal Opportunity Advisor, Unit Victims Advocate, Unit Suicide Prevention Officer, Weight Control NCO, Family Readiness Group Liaison, ADC / UPL Coordinator

QUALIFICATION REQUIREMENTS: Must be qualified in or meet prerequisites for MOS 12B in accordance with DA Pam 611-21 (includes minimum aptitude score of 90 in aptitude area CO). If not 12B MOS qualified, must be qualify within one year of assignment or be reassigned or released from AGR tour. Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must meet physical requirements of PHULES code 111221 and have normal color vision. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to nq.nc.ncarng.mbx.hro-agr@mail.mil no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST
M-DAY SOLDIERS

- _____ 1. NGB Form 34-1 AGR Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
(Include e-mail address at the top 1st page of NGB Form 34-1)
- _____ 2. Certified copy of ERB/ORB
- _____ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- _____ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
_____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ 5. DA 5500 (If Applicable)
- _____ 6. IMR (within 15 months)
- _____ 7. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- _____ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
_____ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of
recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- _____ 9. All DA 1059's
- _____ 10. All DD Form 214 (must have items 23-30 included),
- _____ 11. NGB Form 23/23b (Current National Guard Soldier) Retirements Points History Statement (RPAM)
(Must be pulled in last 30 days)
- _____ 12. DA Form 1506 (Army Reserve or Regular Army Soldier) Statement of Service.

NOTE: Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

AGR APPLICATION CHECKLIST
AGR SOLDIERS

- _____ 1. OTAGNC Form 690-101, AGR Mobility Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
(Include e-mail address at the top 1st page of NGB Form 34-1)
- _____ 2. Certified copy of ERB/ORB
- _____ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- _____ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
 - _____ Passed APFT.
 - _____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ 5. DA 5500 (If Applicable)
- _____ 6. IMR (within 15 months)
- _____ 7. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- _____ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
 - _____ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- _____ 8. All DA 1059's
- _____ 9. Letter of Recommendation from Brigade AO.
- _____ 10. Current AGR Orders.

NOTE: Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.